



Training and Professional Development


May 2015– January 2016 Schedule



Arizona Department of Education • School Nutrition Programs

The 3 Things You Need to Know Before Choosing a Training!

1. Look for the chili peppers...

Trainings are offered in a variety of speeds and vary in content. Our goal is to create an environment where attendees can interact and learn from those with a similar understanding of the National School Lunch Program (NSLP).

 **Basic** – Recommended for brand new employees and staff with 1-2 years of experience in NSLP. Trainings will provide attendees a detailed introduction to the topic and provide multiple opportunities to practice the information.

  **Advanced** – Recommended for staff with 3+ years of experience. The advanced level trainings are fast paced and will build on prior knowledge.

2. Different trainings for different job duties:

School Food Authority Contacts/Directors

The “Director’s Track” is designated for School Food Authority Contacts/Directors who are responsible for the management and oversight of the school nutrition programs. Look for “Director’s Track” in the training’s title.

School Nutrition Employees

ADE has expanded training topics for school nutrition employees involved in the day-to-day operations of school nutrition programs at participating school(s)/sites(s).

3. Look online for How-To-Guides!

How-To-Guides are a quick way to learn NSLP requirements from the convenience of your desk. Beginning May 2015, ADE will make available a variety of guides on the ADE website at <http://www.azed.gov/health-nutrition/nslp/programguidance/>. Browse online to find How-To- Guides that meet your needs before registering for training.

Schedule subject to change.

Register online at: <http://www.azed.gov/online/registration/>

Contact us at: ADESchoolNutrition@azed.gov

Prepare for the School Year

Director's Track: How to Prepare for Your Administrative Review

Level: All



Did you receive a letter from ADE that you are getting an Administrative Review this year? You'll need to attend this short how-to session to learn what will be reviewed, as well as how the review process works. Get ready to succeed!

The material presented in this training is also found in the How to Guide: *How to Prepare for Your Administrative Review*.

LEVEL	TRAINING TITLE	LOCATION	DATE	TIME
ALL	Director's Track: How to Prepare for your Administrative Review	Phoenix, ADE Central Office	June 3, 2015	9:00am-12:00pm
ALL	Director's Track: How to Prepare for your Administrative Review	Flagstaff, Doubletree Hotel	June 10, 2015	9:00am-12:00pm
ALL	Director's Track: How to Prepare for your Administrative Review	Tucson, Tucson Police Dept.	June 17, 2015	9:00am-12:00pm

Program Overview:

Director's Track: Learning the NSLP (New Director)










Level:  

Are you new to your position as "the one in charge" and need a starting point in how to operate the National School Lunch Program? Training will provide the framework of the NSLP and discuss daily, monthly and annual expectations to manage and oversee the program. Training will review the online reporting system (*Common Logon*) and review resources available on the ADE School Nutrition webpage.

Director's Track: Updates for School Year 15-16 (Returning Director)

Level:   

Are you a returning director and would like a fast paced training to highlight any new updates and deadlines for SY 15-16? Training will provide an overview of upcoming requirements, clarify common mistakes in the 14-15 school year, and highlight upcoming ADE resources to use with your internal staff. *Please note there will be a 20 minute mid-morning break in place of lunch.*

LEVEL	TRAINING TITLE	LOCATION	DATE	TIME
	Director's Track: Learning the NSLP	Phoenix, ADE Central Office	June 30, 2015	9:00am-4:00pm
 	Director's Track: Updates for SY 15-16	Phoenix, ADE Central Office	July 15, 2015	8:00am-12:30pm
 	Director's Track: Updates for SY 15-16	Tucson, Tucson Police Dept.	July 8, 2015	8:00am-12:30pm
	Director's Track: Learning the NSLP	Tucson, Tucson Police Dept.	July 22, 2015	9:00am-4:00pm
	Director's Track: Learning the NSLP	Flagstaff, Doubletree Hotel	July 28, 2015	9:00am-4:00pm
 	Director's Track: Updates for SY 15-16	Flagstaff, Doubletree Hotel	July 29, 2015	8:00am-12:30pm

 = Basic   = Advanced

Prepare for the School Year

Preparing for Student Eligibility

Level: 🍴

In your position do you need to develop and send out this program year's household applications... and not sure where to start? Training will review what is meant by free and reduced price meal benefits, household applications, Direct Certification, and a benefit issuance document. We'll spend time practicing how to certify meal benefits and what documentation will be kept on file.

LEVEL	TRAINING TITLE	LOCATION	DATE	TIME
🍴	Preparing for Student Eligibility	Tuba City Boarding School	May 19, 2015	9:00am-4:00pm
🍴	Preparing for Student Eligibility	Tucson, Tucson Police Dept.	June 9, 2015	9:00am-4:00pm
🍴	Preparing for Student Eligibility	Phoenix, ADE Central Office	June 18, 2015	9:00am-4:00pm

Meal Pattern:

Breakfast Menu Planning

Level: 🍴

Did you know that each day there needs to be specific foods planned for your students?

Training will review the food components, alternative meal service options such as Breakfast in the Classroom and Grab and Go, and how you will document what you served. Training will practice writing actual menus that you can bring back to your organization.

Director's Track: Grain and Meat/Meat Alternate Documentation

Level: 🍴🍴

Are you responsible for menu planning and ensuring grains and M/MA credit to the minimum requirement amounts? Spend the day identifying what information is needed on the product label when crediting processed Meat/Meat Alternates and Whole Grains. Training will provide in-depth review and discussion of Product Formulation Statements (PFS) and CN Labels.

LEVEL	TRAINING TITLE	LOCATION	DATE	TIME
🍴	Breakfast Menu Planning	Phoenix, ADE Central Office	May 20, 2015	9:00am-4:00pm
🍴🍴	Director's Track: Grain and Meat/Meat Alternate Documentation	Phoenix, ADE Central Office	August 26, 2015	9:00am-4:00pm
🍴	Breakfast Menu Planning	Tucson, Tucson Police Dept.	May 28, 2015	9:00am-4:00pm
🍴	Breakfast Menu Planning	Flagstaff, Doubletree Hotel	July 14, 2015	9:00am-4:00pm

Managing Food Allergies in School Nutrition

Level: All

National Food Service Management Institute (NFSMI) will train on the following: All About Allergies, Reading and Managing Food Labels, Avoiding Cross Contact and Promoting Food Allergy Management in Your School. This course is also available online at www.NFSMI.org under Online Courses, Special Needs.

LEVEL	TRAINING	LOCATION	DATE	TIME
ALL	Managing Food Allergies in School Nutrition	Phoenix, ADE Central Office	August 18, 2015	9:00am-4:00pm

🍴 = Basic 🍴🍴 = Advanced

Staying Successful

Student Eligibility:

Student Eligibility: ABCs

Level: 🐣

In your position do you need to determine student eligibility and still unsure what to do? At the end of training, attendees will be able to process applications, understand direct certification results, and create and record their students' eligibilities on the Benefit Issuance Document. This training will review content from *Slow Track: Preparing for Student Eligibility*.

Student Eligibility: Am I Doing it Right?

Level: 🐣🐣

This training will clarify student eligibility tasks completed and discuss what remains for the rest of the school year. Attend this interactive review on: BIDs, reviewing complete household applications and double check your methods with Direct Certification.

LEVEL	TRAINING	LOCATION	DATE	TIME
🐣	Student Eligibility: ABCs	Flagstaff, Doubletree Hotel	September 9, 2015	9:00am-4:00pm
🐣🐣	Student Eligibility: Am I Doing it Right?	Flagstaff, Doubletree Hotel	September 16, 2015	9:00am-2:30pm
🐣	Student Eligibility: ABCs	Tucson, Tucson Police Dept.	September 17, 2015	9:00am-4:00pm
🐣🐣	Student Eligibility: Am I Doing it Right?	Tucson, Tucson Police Dept.	September 23, 2015	9:00am-2:30pm
🐣🐣	Student Eligibility: Am I Doing it Right?	Phoenix, ADE Central Office	September 15, 2015	9:00am-2:30pm
🐣	Student Eligibility: ABCs	Phoenix, ADE Central Office	September 23, 2015	9:00am-4:00pm

Director's Track: Learning the NSLP (New Director) **LAST CHANCE!**

Level: 🐣

Are you new to your position as "the one in charge" and need a starting point in how to operate the National School Lunch Program? Training will provide the framework of the NSLP and discuss daily, monthly and annual expectations to manage and oversee the program. Training will review the online reporting system (*Common Logon*) and review resources available on the ADE School Nutrition webpage. *Please note, this training will match what was offered in July.*

LEVEL	TRAINING	LOCATION	DATE	TIME
🐣	Director's Track: Learning the NSLP	Flagstaff, Doubletree Hotel	September 8, 2015	9:00am-4:00pm
🐣	Director's Track: Learning the NSLP	Tucson, Tucson Police Dept.	September 16, 2015	9:00am-4:00pm
🐣	Director's Track: Learning the NSLP	Phoenix, ADE Central Office	September 22, 2015	9:00am-4:00pm

🐣 = Basic 🐣🐣 = Advanced

Preparing, Conducting and Reporting Verification

Preparing for Verification:



Web-Based Course: Verification Level: All

Not new to Verification but want a quick summary? Verification will be available as an online course. Complete a quiz at the end of each course to receive a training certificate of completion. No registration required. To access this course, go to the ADE Training Webpage at: <http://www.azed.gov/health-nutrition/nslp/training/>.

Drop-In Workshop: Preparing for Verification Level: All

Heard you need to complete Verification and you don't know where to start? Bring your BID and applications for one-on-one assistance from ADE Specialists in determining how many applications you will need to select for Verification. Please register online and come by for assistance at your convenience during posted Drop-In hours, even if it's just to check you're on the right track.

LEVEL	TRAINING	LOCATION	DATE	TIME
ALL	Drop-In Workshop: Preparing for Verification	Phoenix, ADE Central Office	October 1, 2015	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Preparing for Verification	Phoenix, ADE Central Office	October 7, 2015	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Preparing for Verification	Tucson, Tucson Police Dept.	October 8, 2015	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Preparing for Verification	Flagstaff, Doubletree Hotel	October 9, 2015	Drop In Hours: 9:00am-2:00pm

Drop-In Workshop: Submitting for Verification

Level: All

You've conducted verification and are ready to submit the report but the wording is confusing? Bring your verification documents and receive one-on-one assistance from ADE Specialists to complete and submit Part I and Part II of the CNP Verification Report. Please register online and come by for assistance at your convenience during posted Drop-In hours.

LEVEL	TRAINING	LOCATION	DATE	TIME
ALL	Drop-In Workshop: Submitting for Verification	Phoenix, ADE Central Office	December 7, 2015	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Submitting for Verification	Flagstaff, Doubletree Hotel	December 10, 2015	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Submitting for Verification	Phoenix, ADE Central Office	January 7, 2016	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Submitting for Verification	Tucson, Tucson Police Dept.	January 14, 2016	Drop In Hours: 9:00am-2:00pm
ALL	Drop-In Workshop: Submitting for Verification	Phoenix, ADE Central Office	January 21, 2016	Drop In Hours: 9:00am-2:00pm

= Basic = Advanced